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25 March 1974

DTR-9863

MEMORANDUM FOR: Unit Chiefs, Office of Training

SUBJECT : Intern Program

1. As you will see in the attached memo, OTR has decided to support an intern program in FY 76. The distribution will be two interns for the Language Learning Center, two for the Functional Training Division (presumably in different disciplines) and, two for the Intelligence Institute. If a unit does not intend to use the funds, PDS may use them for an instructional development intern.

2. Procedurally, the program is coordinated in the Agency by Larry [REDACTED] Office of Personnel, x3161. Normally, the recruitment effort begins in September or October for the following summer. After selection of candidates has been made by you, [REDACTED] office will handle all of the administrative and security arrangements. Chief, PB/TR will serve as OTR's focal point for administration of the program.

3. Unit Chiefs should have clear-cut, professional, challenging roles for the intern when she/he reports for duty.

[REDACTED]
Alfonso Rodriguez
Director of Training

Att.

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